

2004-05 ALL STAFF DOCUMENTATION: CERTIFICATION AND CRIMINAL HISTORY CHECK STATUS GUIDELINES

The following are guidelines for completion and submission of the **2004-05 Staff Documentation: Certification and Criminal History Check Status** form. Refer to the website www.state.nj.us/education and click Charter Schools for the necessary forms. The updated form must be used. This packet contains the following:

- ◆ 2004-05 Staff Documentation: Certification and Criminal History Check Status blank form (due **August 15**);
- ◆ a sample completed form, and
- ◆ a narrative to be submitted if not meeting the August 15 deadline.

NOTE: Do not submit copies of:

- *Standard certificates previously submitted to the Charter Schools Unit. If a staff member previously held a “provisional” certificate, the standard certificate must be submitted to the Charter Schools Unit.*
- *Criminal history approval letters already on file with the Charter Schools Unit. If an emergent hiring form was submitted, the review process completed and the candidate received a criminal history approval letter, the letter must be submitted to the Charter Schools Unit or criminal history approval printout will satisfy this requirement.*

Maintain copies of all documentation for your files.

LIST OF STAFF DOCUMENTATION: CERTIFICATION AND CRIMINAL HISTORY CHECK STATUS

Keyboard complete information on **all staff** (administrators, teachers, school nurse, other certified staff, teacher aides, secretaries, business manager, food service workers, security guards, etc.) in the following format:

- ◆ **Name of Staff Member:** Alphabetize names of staff members by last names first.
- ◆ **Social Security Number:** Enter the Social Security number for each staff member (required).
- ◆ **Date of Hire:** Enter date the board of trustees hired the staff member at one of its public meetings.
- ◆ **Position/Title or Teaching Assignment and Grade Level:** Provide information as to specific assignment particularly with teachers where grade level(s) and/or subject area(s) must be listed. For example: Grade 3 OR Social Studies/grades 10-11 OR Computer Technology/grades 3-5. Or another example is “Kindergarten Teacher”; “Teacher” is not acceptable. Specify the subject area as well as the grade level assignment.
- ◆ **Title on Certificate(s):** List the exact title as it appears on the teaching certificate. For example: Elementary, Secondary Social Studies or Guidance Counselor. Attach certificates alphabetically by the last name. If a Social Security number is listed, it is not necessary to attach certificates.
- ◆ **Type of Certificate:**
 - ◆ Indicate if the certificate is standard, CE, CEAS, provisional or emergency. “Not required” is a selection that should be used for staff whose employment does not require certification. For example: secretary, custodian, cafeteria worker, etc.

- ◆ **Emergent Hiring Form:** All staff with student contact employed by the charter school in **certified and non-certified** positions must go through a Criminal History Review. Attach a copy of the **Authorization for Emergent Hiring Pending Completion of Criminal History Check** form signed by the county superintendent of schools. If submitting emergent hiring forms, fill in the checkbox. The emergent hire form expires after 90 days. The next step in the review process is the Criminal History “approval” letter.
- ◆ **Criminal History Approval Letter:** Criminal History approval letters are mailed directly to the candidate. The candidates must provide copies for the charter school and the Charter Schools Unit. If submitting a criminal history approval letter, fill in the checkbox labeled attached. If the criminal history approval letter is on file with the Charter Schools Unit, fill in the checkbox labeled on file w/DOE. The criminal history print out from the NJ DOE Criminal Review Office will satisfy this requirement. A Criminal History approval letter or criminal history review printout must be on file w/DOE for **all** current staff members.
- ◆ **Type of Employee:** Select code for each employee:
 - ◆ **OSM** Ongoing staff member;
 - ◆ **NH** New hire;
 - ◆ **TE** Terminated employee; or
 - ◆ **OLE** On-leave employee.

SUBMISSION OF INITIAL FORM

The **2004-05 ALL Staff Documentation** form must include the following:

- ◆ Names of the **Affirmative Action Officer, Section 504 Officer and the Title IX Coordinator**.
- ◆ A **School Business Administrator** holding appropriate certification.
- ◆ A **Lead Person** holding a New Jersey standard school administrator or supervisor or principal certificate or a person who holds a New Jersey standard certificate in one of the three areas can direct and guide the work of instructional personnel. If the lead person is not appropriately certified, the board of trustees must employ or contract with a person who holds a New Jersey standard certificate in one of the three areas, but not limited to, the supervision and evaluation of staff and the development and implementation of curriculum. List the staff member on the form; attach a copy of the certificate(s) held by this person or a Social Security number.
- ◆ **The appropriate number of teachers** as indicated in the approved charter school application;
 - ◆ Certificates of Eligibility and Certificates of Eligibility with Advanced Standing allow a person to be **HIRED—NOT TO TEACH**. All certificates must be turned into provisional certificates following registration in the Provisional Teacher Program or the Provisional Administrator Program.
 - ◆ Copies of New Jersey certificates should be attached for each person whose job requires such credentials **OR** supplying the Social Security number will satisfy this requirement.
- ◆ **Teachers in all core curriculum content areas** if teaching assignments are by subject-area certification (the core areas are: visual and performing arts; comprehensive health and physical education; language arts literacy; mathematics; science; world languages; social studies; technological literacy; career education and consumer, family and life skills.
- ◆ A **school nurse**;
- ◆ A **teacher of Students with Disabilities** or a plan to contact for such services; and
- ◆ **Members of a child study team:**
 - ◆ A school psychologist;
 - ◆ A learning disabilities teacher-consultant; and

- ◆ A school social worker.

Child study team services **MUST** only be provided through individual contracts or through another public agency such as, another charter school, a school district or a county educational services commission. The child study team must have an identifiable, apportioned time commitment to the charter school and shall be available during the hours students are in attendance. Identify the **child study team** on the Documentation form.

NOTE: Sagem-Morpho, Inc. is currently processing the criminal history background review. Refer to www.nj.gov/njded/education/crimhis/forms.

SUBMISSION OF UPDATES

If additional staff members are hired by the board of trustees after August 15, please notify the Charter Schools Unit **immediately** with appropriate certification information.

An updated list of new and terminated staff members is due to the Charter Schools Unit by **February 15**. If there are no changes in February, send the form with the words “**No Change.**” **The 2004-05 Staff Documentation form must be signed by the lead person and dated.**